Richmond
A Chapter of the Association of Legal Administrators

Board Meeting
MINUTES

Wednesday, March 11, 2019
12:00 pm – 1:30 pm
Hirschler Fleischer

Attendees: Kendall Ruby, Cherie Heintz, Kim Brown, Ann Caudle, Anne Henkel, Nancy Pugh, Christina Bloom, Ellen Purcell (videoconference), Michael Keatts

Need to Know – During lunch

- VA Statewide Retreat Update – Michael
    - Business Partner Goal was met – no supplemental chapter funds will be needed
    - 74 Attendees

President's Report: Christina/ Cherie

- Planning and budgeting for 2019 – revised spreadsheet (Christina)
    - Budget – 2019 – attached hereto

- Christine Hill – Allen, Allen, Allen & Allen to be featured
    - Work in Progress

President-Elect: Kim

- Update – 2019 Meeting Schedule (25 minutes)
    - March 13 – Business Partner Event - 11:00 am - 2:00 pm – Cobb Technologies hosts Digital Minds, a technology expo – Michael Keatts
        - Cobb sent an email invitation to members and the event was posted on the website
    - March 27 – ALA (Val Williams) – The John Marshall – Ellen Purcell
        - Motion for a speaker gift - $100 gift card, seconded and approved
    - April 10 - BP Partners Breakfast Meeting – 8:30 am at Hirschler Fleischer
        - Ellen will order breakfast
        - Will also serve as the April Board Meeting
    - April 18 – Economic Update – Cooper's Hawk – Christina Bloom
        - Speaker is Jamie Walker, CPA with Cherry Bekaert
        - Kim Brown will cover the meeting in Cherie's absence

- May 21 – Unconscious Bias (New speaker needed) – Lewis Ginter – Lunch – Nancy Pugh
  - Speaker suggested & approved: Charm Bullard, Director of Programs – Virginia Center for Inclusive Communities (VCIC)
  - Speaker Quote was approved

- June 20 – Employment Update – Mark Schwartz, President of Prime Legal and The Richmond Group USA – Hunton Andrews Kurth – Lunch - Kim Brown
  - Speaker & Location confirmed
  - Cherie to pick menu

- July – Community Service Event ? – Nancy Pugh
  - Work in Progress – Event should include members and business partners

- July 23 – Meeting Topic/Speaker Needed? – Dominion Payroll – Michael Keatts and parking discussion
  - Speaker is still undetermined
  - Location was approved, following a parking discussion
  - Caterer is Groovin' Gourmet

Vice President – Membership: Ellen

- 2019 renewal update – Final update
  - Still Need Payment from: Norma Lee, Sandy Bowen and Don Osborne

- New members since last meeting
  - Christine ??? – Allen, Allen, Allen & Allen

- May meeting – designated as member recruitment

Treasurer's Report: Christina

- Treasurer's report
  - Budget 2019 attached
  - Bank Balance estimated between $50K & $60K
  - Credit Card Implementation still in progress

Business Partner Liaison: Anne Henkel

- Business Partner Update
    - 2019 Payments
        - All have paid
        - All meetings have been chosen
    - BP Silver Social – April 3 – invitation has gone out
    - April 10 – BP Breakfast

Secretary's Report: Kendall

- Approve February minutes
    - Meeting Minutes – motion to approve/seconded/approved
    - Board Minutes - motion to approve/seconded/approved

Nominating Committee: Ann

- March Meeting – Officers to be installed

Communications Officer: Michael

- Award of Excellence – Congratulations!
- Social media

Community Connections and Caring Chair: Nancy

- Planning an event for July – work in progress

CLM Committee Chair: Christina

Diversity Committee: Ann Caudle & Ellen Purcell

- New committee member – Norma Lee
- ALA membership offer and possible chapter matching
    - National offered two free memberships to be drawn at the Hill Tucker Bar Meeting
    - Richmond Chapter – match two local free memberships – motion/second/approved

Richmond Association of Legal Administrators
Annual Report

	Income	2018	Budget 2019	Actual 2019
Admin	Income	Expenses		
Salary Survey	4,200.00	-	0	
Fidelity Bond	-	125	150	
Website Fee	-	1,044.95	1,100	
Bank Fees	-	779.32	800	
MoneyMinder Website Fee	-	-	200	
Credit Card Fees	-	168.4	1,500	
Annual Corporate Registration	-	150	150	
Admin - Other	-	596.84	600	
Bank - NSF	-	39.85	100	
Total	4,200.00	2,904.36	4,600	
Board Activities	Income	Expenses		
Board Meeting - Jan	-	186.54	125	
Board Meeting - Feb	-	319.7	125	
Board Meeting - Mar	-	-	125	
Board Meeting - Apr	-	40.52	125	
Board Meeting - May	-	-	125	
Board Meeting - Jun	-	551.44	125	
Board Meeting - Jul	-	69.99	125	
Board Meeting - Aug	-	-	125	
Board Meeting - Sep	-	114.85	125	
Board Meeting - Oct	-	150	125	
Board Meeting - Nov	-	158.1	125	
Board Meeting - Dec	-	51.37	1,000	
Board Activities - Other	-	-		
Total	0	1,642.51	2,375	
Business Partners	Income	Expenses		
Business Partner Sponsor - 2019	15,000.00	-	0	
Business Partnership 2018	39,000.00	-	0	
Plantium Social	-	916.32	1,500	
Gold Social	-	1,000.00	2,000	
Silver Social	-	-	1,500	
Bronze Social	-	1,477.47	0	
Total	54,000.00	3,393.79	5,000	
Community Challenge	Income	Expenses		
FALA Donation	-	250	250	
Other Donations	-	-	0	

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	Income	2018	Budget 2019	Actual 2019
Community Challenge - Other	-	-	500	
Total	0	250	750	

Conferences	Income	Expenses		
Scholarship Natl 1 -	-	7,774.48	2,500	
Scholarship Natl 2 -Board Mbr	-	1,299.00	2,500	
CLI1 -Board Mbr	-	1,777.20	2,500	
CLI 2 - Board Mbr	-	2,113.42		
ALA National Conf - President	-	1,181.86		
ALA CLI - President	-	-	2,500	
Statewide Conference	833.4	19,413.25	20,000	
ALA Bus of Law1 -	-	-		
ALA Bus of Law 2 -	-	-		
Total	833.4	33,559.21	30,000	

Income	Income	Expenses		
Membership Dues	4,850.00	200	9,000	
Business Partner Sponsorshp	1,500.00	-	47,500	
Guest Fees	385	-	1,200	
Income - Other	-	-		
Total	6,735.00	200	57,700	

Member Meetings	Income	Expenses		
Member Meeting - Jan	-	931.97	1,500	
Member Meeting - Feb	-	184.28	1,500	
Member Meeting - Mar	70	-	1,500	
Member Meeting - Apr	-	1,314.06	1,500	
Member Meeting - May	70	2,302.85	1,500	
Member Meeting - June	210	1,500.05	1,500	
Member Meeting - July	140	2,054.93	1,500	
Member Meeting - Aug	525	-	1,500	
Member Meeting - Sep	-	-	1,500	
Member Meeting - Oct	105	1,573.38	1,500	
Member Meeting - Nov	605	3,780.38	1,500	
Member Meeting - Dec	-	3,187.20	3,000	
Speaker Gifts	-	105.95	1,000	
Webinars	-	-		
Member Meetings - Other	-	-		
Total	1,725.00	16,935.05	20,500	

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	Income	2018	Budget 2019	Actual 2019
Recruitment	Income	Expenses		
New Member Reception	-	365.07	500	
New Member Gifts	-	723.5	500	
Business Partner Reception	-	2,676.34	2,750	
Member Recognition & Gifts	200	-	500	
Recruitment - Other	-	-	0	
Total	200	3,764.91	4,250	

Grand Total	Income	Expenses	
	67,693	62,450	67,475

Bank Accounts	01/01/2018 B:	12/31/2018 Balance			
C&F Checking	0	0	Starting Total		42,591.01
SunTrust Checking	37,170.86	42,591.01	Income	57,700.00	
			Expenses	67,475.00	-9,775.00
			Ending Total		32,816.01
Total	37,170.86	42,591.01			

	Date
Minutes Sent to Board	3/13/19
Minutes Approved	
Minutes Sent to Regional Representatives	
Minutes uploaded to StarChapter	